



## COLORADO

Department of Health Care  
Policy & Financing

Community Living Office  
1570 Grant Street  
Denver, CO 80203

**To:** Community Centered Board Executive Directors  
Community Centered Board Case Management Directors

**From:** Brittani Trujillo, Case Management Services Coordinator

**Date:** December 9, 2015

**Subject:** COMMUNICATION BRIEF  
Contact Information for Waiting List and Enrollments  
Contact Information for Supports Intensity Scale and Support Levels

**Purpose:** To inform Community Centered Boards (CCB) who to contact regarding transfers, emergency enrollment requests, vacancy reporting, enrollments, and waiting list management for the Home and Community Based Services (HCBS) waivers for Persons with Developmental Disabilities (HCBS-DD), Supported Living Services (HCBS-SLS), and Children's Extensive Support (HCBS-CES) along with State funded Supported Living Services program.

Additionally, to inform CCBs who to contact regarding the Supports Intensity Scale (SIS) assessments and reassessments and Support Levels related to the HCBS-DD and HCBS-SLS waivers.

**Procedure or Information:** Effective December 14, 2015, please direct information or questions regarding waiting list management and enrollments, including emergency enrollments, to Karli Cheatham.

Also effective December 14, 2015, please direct information or questions regarding the SIS and Support Levels to Jennine Sauter-Burton.

**Contact Person:** Karli Cheatham, Case Management Enrollment Coordinator  
Jennine Sauter-Burton, HCBS Assessment and Support Planning Coordinator

**Contact Information:** [Karli.Cheatham@state.co.us](mailto:Karli.Cheatham@state.co.us), 303-866-4032  
[Jennine.Sauter-Burton@state.co.us](mailto:Jennine.Sauter-Burton@state.co.us), 303-866-5160

